GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Finance Department –-Constitution of a Steering Committee for the governance and monitoring of Comprehensive Financial Management System (CFMS) Project during the implementation phase – Orders – Issued.

FINANCE (IT) DEPARTMENT

G.O.RT.No. 1320 **Dated: 31-05-2017**

Read the following:

1. GO MS No.: 192, Dt.: 10.07.2016 and GO MS No.:203, Dt.: 21.10.2016
2. Agreement between M/s. SAP India Private Limited and GoAP for the appointment of M/s. SAP India Private Limited as the Systems Integrator for CFMS Project, Dt. 28.11.2016
3. Appointment of APCFSS as the Nodal Agency for the Implementation on behalf of Finance Department, GoAP and the MOU between APCFSS and FD, GoAP, Dt. 15.11.2016

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ORDER:

In the references read above, Finance Department has initiated the process for implementing the Comprehensive Financial Management System (CFMS), a SAP based ERP system for the Government of Andhra Pradesh (GoAP). For the purpose of CFMS implementation, M/s SAP India Private Ltd (SAP) has been selected as System Integrator (SI) and Andhra Pradesh Centre for Financial Systems and Services (APCFSS) has been assigned the task of managing the implementation and supporting the ongoing maintenance as a nodal agency for the Government.

For a project with the scope and large magnitude as CFMS, it is necessary to have a strong Governance structure involving all key stakeholders and subject matter experts to review the progress of implementation; provide necessary guidance, policy direction to APCFSS and in turn to SAP; and facilitating coordination amongst all key stakeholders. Considering this, GoAP has worked out a structure and hereby constitutes the CFMS Project Implementation Steering Committee (SC) to give required impetus to the project.

The composition, roles and responsibilities of the CFMS Project Implementation Steering Committee are as follows:

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CFMS Project Implementation Steering Committee (SC)

The CFMS Project Implementation Steering Committee (SC) shall be the primary apex body comprising of senior officials of the key stakeholders and would be responsible for providing necessary guidance, policy direction and facilitating coordination amongst all key stakeholders. Considering the nature and impact of the project, SC shall meet every week, till the go-live of the project.

S. No.	Member	Role
1	Principal Secretary/Special Chief Secretary, FD, GoAP	Chairman
2	All Principal Secretaries/Secretaries/ Special Secretaries, FD, GoAP	Members
3	CEO, ePragathi	Advisor
4	Director, Directorate of Treasuries and Accounts	Member
5	Director, Directorate of Works and Accounts	Member
6	Pay and Accounts Officer, Pay & Accounts Office	Member
7	CEO, APCFSS	Convener

Key Roles and Responsibilities - Steering Committee:

The key roles and responsibilities of the SC shall be as follows:

- Providestrategicguidanceandleadershipthroughoutthelifespanofthepro ject implementation
- Set overall policy, scope and time lines for the project
- Review & approve/recommend policy/procedural changes
- Intervene as appropriate and facilitate decision making to ensure smooth progress of the project
- Conductperiodicmeetingstoreviewtheprogress,keychallenges,timelines ,outcomesetc. In the light of the overall goals of the project
- Reviewthecompliancetorules,regulationsandpoliciesduringthelifespano fCFMS project development and implementation
- Facilitateoverallalignmentbetweenkeystakeholderstoensureallstakehol dersareonthe same level and understanding of the project
- Facilitate resource requirements, coordination of communication and resolution of issues to overcome challenges in the implementation timeline
- Represent the project at any further Apex level meetings and discussions
- May set up sub-committees to over see specific matters and their resolution related to the project

....3.

Guidelines for the Meetings:

The Guidelines governing the meetings of SC shall be as follows:

- SC shall meet on every Tuesday at 9:30am at the Project Office in the APCFSS, 6th Floor, C-Block, Anjaneya Towers, Ibrahimpatnam. The first meeting of SC shall be held on May 31st, 2017 at 11:30am at the above venue and the subsequent meetings will adhere to the Tuesday schedule as detailed here. Additional meetings may be called with short notice, as required during the project.
- If a Tuesday happens to be a holiday or any other exigency arises, the SC will meet the following business day.
- In the absence of the Chairperson, the Secretary of Finance Department in-charge of the CFMS project will be acting as the Chairperson.
- Representatives from the APCFSS and SAP shall be attending the meeting to make presentations on the timelines, progress and decisions to be made etc.
- Considering the nature and details to be discussed, decision making and facilitating nature of the meeting, participation at the meeting shall be limited to the composition of the committee.
- Under the directions and consent of the Chairperson, the Convener may invite any other person to attend a meeting of the SC to help in the consideration of any particular subject or subjects on the agenda.
- Coordinator shall be responsible for convening the meetings.
- The minutes of each meetings of SC shall be prepared by the end of the day of each meeting being held and circulated, which will be reviewed in the next meeting.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

MUDDADA RAVI CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

To
All Concerned Members of Steering Committee – with a request for participation
Copy to:
P.S. to Spl. CS to CM, CMO
P.S. to Hon'ble Minister (Finance)
P.S. to P.F.S/Secy. (Exp)/Secy (B&IF)/Spl.Secy (HR)/ CEO, ePragathi/ CEO, APCFSS
SF/SCs.

//FORWARDED BY ORDER//

SECTION OFFICER.